

INFORMATION SERVICES DEPARTMENT



COUNTY OF SAN BERNARDINO
COUNTY ADMINISTRATIVE OFFICE

- ☒ ADMINISTRATION ☐ APPLICATION DEVELOPMENT ☐ CUSTOMER SERVICE
☐ EMERGING TECHNOLOGIES ☐ TECHNOLOGY OPERATIONS
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LEYDEN L. HAHN
Chief Information Officer

DAVID ROGERS
Assistant Chief Information Officer

June 18, 2002

Dear :

In March 2002, the County of San Bernardino's Board of Supervisors approved 85 vendors to provide IT Professional Services for the County. The County appreciates your participation in the selection process and congratulates you for being one of the selected vendors.

Our goal is to be fair and equitable in our dealings with approved vendors. Due to time constraints, it is impossible to meet individually with each vendor. Furthermore, ISD has elected to use the Internet to provide general information and to communicate the need for contractors. A standard process will be used each time ISD identifies a need for additional resources. This letter is being sent to inform you that our website is now operational and to outline the process that will be used.

The IT Professional Services skill posting and selection process is outlined below:

- ISD will identify specifically what skills are required.
- Specific required skills will be documented and posted on the County of San Bernardino ISD Internet site on Mondays at 10:00 a.m., when there is a need. If there is no new need, nothing will be posted for that week. The site can be found at www.sbcounty.gov/isd.
- Vendors pre-approved to provide the specific type of service indicated may submit via email a maximum of 2 résumés for their pre-qualified candidates that meet the specified need(s). Vendors must pre-qualify each candidate submitted. Candidates that have not been pre-qualified will *not* be considered.
- The first 12 qualifying résumés will be evaluated to determine the top candidates. (Date/time on the email will be used to determine sequence.)

JOHN F. MICHAELSON
County Administrative Officer

Board of Supervisors
BILL POSTMUS First District DENNIS HANSBERGER Third District
JON D. MIKELS Second District FRED AGUIAR Fourth District
JERRY EAVES Fifth District

- Vendors with top candidates will be notified so that 'in person' interviews can be arranged.
- Selection will be made.
- The contract agency(ies) with the selected individual(s) will be notified so a start date and other details can be established. Background checks will also be scheduled. (In situations where there is no existing contract, the contract will be initiated for County Board of Supervisors' approval prior to a start date being established.)

With the exception of the recruiting process described above, contract agencies shall document questions, issues, etc. and submit them to Purchasing. In fairness to all contract agencies, ISD will *not* accommodate marketing appointments, email messages or phone calls related to placing contractors. Failure to comply with the prescribed process may result in disqualification. Your understanding and cooperation in abiding by the above process is appreciated.

Sincerely,

LEYDEN L. HAHN
Chief Information Officer

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